

Executive Officer, DD/S

20 October 1964

Chief, Records Administration Staff

Use of GSA Vital Records Repository

1. In order that Records Center space will be available to store inactive records in accordance with approved Records Control Schedules, I believe that it is appropriate to pursue our original proposal to transfer a portion of the Vital Records collection [] to underground space provided by GSA []. The only cost for this space will be for modifications required by security factors.

2. In November 1962, [] of this Staff visited this site, found it had definite possibilities and prepared a report of findings which I forwarded to []. Colonel White, [] and Bob [] reviewed this report, felt that this installation offered possibilities and agreed with our recommendation to have the Security Office physically inspect the area. This was done in January 1963 and copies of the Security Office report and our report were forwarded to [] Chief of DD/P Systems Group; [] Deputy Assistant to the DD/I; [] [] Vital Records Officer for the DD/I; and [] Deputy Chief, Management Services Staff, NPIC. These offices indicated favorable interest in the use of the GSA site for storage of certain Vital Records. However, they did not take any immediate action, but indicated their interest for future consideration.

3. I believe that it is now appropriate for these offices to consider the transfer of some of their Vital Records from our Records Center to the GSA site []. One file that seems to be particularly suitable for this site is the Vital Records collection of NPIC. This is a rapidly increasing file and we now have in the Records Center 3200 cubic feet. Deposits for 1963 and 1964 account for 49% of their total deposits for the past 8 years and projections from NPIC indicate an increase of 1,000 cubic feet annually; none of this will be destroyed. These records duplicate the files maintained in their offices [] and are kept as insurance against loss or destruction. No references have been made to the NPIC records at the Records Center.

4. I shall immediately begin negotiations with representatives of NPIC relative to the transfer of their material. If they agree to the transfer of the accumulated 3200 cubic feet in the Records Center and will send future deposits of the same material to the GSA facility, the life of our records center will probably be extended several years beyond April 1967--the date when I estimated the Center would be full. []

Distribution:

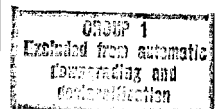
Orig - addressee

1 - Records Center []

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DDS/RAS/RDB [] (20 Oct '64)

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	[Redacted]		
2	Executive Director for the DD/S 7D-24, Headquarters		
3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	<input checked="" type="checkbox"/> INFORMATION	SIGNATURE

Remarks:

Vernon:

The attached memo covers one of the four items on which you requested special reports-- the possible use of the GSA Vital Records

Repository [Redacted] for certain NPIC records.

I will forward separate reports on the other three items shortly.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

Chief, Records Administration Staff/DDS, 10/20/64
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